

## **FARM EMPLOYEE HOUSING**

### **PERMITTING PROCESS**

The following procedure is designed for applicants interested in acquiring a permit for Farm Employee Housing from the County of San Diego. ***The process described below is provided as a guide only.*** The requirements associated with any individual project may vary depending on the unique aspects of that project and potential changes in County regulations or procedures. It is recommended that applicants discuss the applicability of this process with the County of San Diego counter technicians from the outset of as described below in order to ensure that the permitting process is as efficient as possible.

<b>Step 1</b>	<p>Come to the County of San Diego and visit the necessary departments to obtain information specific to your project, as well as any applications or other paperwork that may be required. Please note that the Department of Planning and Land Use are located in close proximity but are at two different sites.</p> <p><b>What should I bring?</b> Bring the following materials associated with your property: <a href="#">Assessor's Parcel Number (APN)</a> or property address, photos of your agricultural operation.</p> <p><b>How much time should I allow for the visit to the County offices?</b> It is recommended that you allow for a full day in order to obtain all of the information that you need as well as to ask any necessary questions of County staff. The amount of time required to visit all of the necessary counters will depend on the number of other customers seeking assistance and may fluctuate daily.</p> <p><b>Departments to visit include:</b></p> <p><b><u>1- DEPARTMENT OF PLANNING AND LAND USE</u></b></p> <p><i>Note: If you have received a code violation associated with the property on which you are seeking to construct Farm Employee Housing on, you must go to the <a href="#">Code Enforcement</a> counter as a first step in this process. Code Enforcement counter technicians will provide you with guidance specific to your case in order to move forward.</i></p> <p><b>1- ZONING Counter</b> You will need to identify the applicable <a href="#">zoning regulations</a> for your property.</p>
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You will determine the zoning (use regulations) for the site. This may be performed initially [online](#) (see “online resources” below), but should be verified by a zoning technician when you come into DPLU. It will be necessary to answer the following questions with regard to your property:

- What restrictions regarding Farm Employee Housing uses apply?
- Can the basic criteria for Farm Employee Housing met?
- What other restrictions apply (*this may include building or site design requirements, or other types of restrictions*)?

Online Zoning Resources:

[Interactive Property Profile](#)

[Barn and Accessory Structure Regulations](#)

[County Zoning Ordinance](#)

The zoning technician will assist you to determine the specific process associated with building Farm Employee Housing on your property based on the zoning.

In addition, you will need to demonstrate the presence of agriculture onsite. This may be done by providing photos of your agricultural operation.

If the technician indicates that Farm Employee Housing is permitted and there are no unique or unusual circumstances associated with your property and that you will be able to build Farm Employee Housing through the standard process, proceed to the Building counter.

## **2- [BUILDING Counter](#)**

You will need to identify the type of building plans required.

Different structures require different types of building plans for Farm Employee Housing including those for standard structures or for oversized structures. The dimensions and type of structure permitted may depend on various factors, including zoning, as outlined in part in [Section 1100 of the Zoning Ordinance](#). It is important to speak with a Building counter technician in order to determine the proper building plans for your specific building design.

Online Building Resources:

[Building Permit Fee Schedule](#)

**DEPARTMENT OF ENVIRONMENTAL HEALTH**

	<p>You will need to visit the Department of Environmental Health in order to obtain a <a href="#">Septic Permit</a> for a septic system to serve your Farm Employee Housing.</p> <p><b><u>DEPARTMENT OF PUBLIC WORKS</u></b>  You will need to visit the Department of Public Works in order to determine whether the Farm Employee Housing that you plan to develop will be subject to the <a href="#">Transportation Impact Fee (TIF)</a>.</p> <p><b><u>DEPARTMENT OF AGRICULTURE, WEIGHTS, AND MEASURES (OPTIONAL)</u></b>  You may wish to investigate available is an optional step in the process that may provide cost savings</p>
<b>Step 2</b>	<p>Create your <u>building plans</u>.</p> <p>Using the information provided, it is recommended that you work with a professional engineer to develop building plans in conformance with the County's requirements. Building technicians are available <a href="#">by phone or in person</a> at the DPLU should you or your engineer require additional guidance through this process. You may wish to schedule an appointment with a technician to discuss more detailed questions.</p>
<b>Step 3 (optional)</b>	<p>Visit the Department of <u>Housing and Community Development</u> if you wish to utilize the <u>Farm Employee Housing Fee Waiver program</u>.</p> <p>Use of the Farm Employee Housing program is optional.</p>
<b>Step 4</b>	<p>Prepare your <u>building plans</u>.</p>
<b>Step 5</b>	<p>Submit your <u>building plans</u>.</p>
<b>Step 6</b>	<p>Receive <u>plan corrections</u> from the Building division of the DPLU.</p> <p>A Building technician will contact you to pick up your plans along with the required corrections.</p>
<b>Step 5</b>	<p>Revise your building plans to address County comments and corrections from Step 6 above.</p>
<b>Step 6</b>	<p>Re-submit your building plans to the DPLU Building counter for final County review (<i>additional iterative review cycles may be necessary if all corrections or revisions are not made properly</i>).</p>
<b>Step 7</b>	<p>Receive County conditions of approval.</p> <p>The DPLU Building division will provide you with Conditions of Approval upon successful completion of your building plans. The Conditions of Approval will outline the additional steps that must be taken to receive your Building Permit.</p> <p>DPLU- <a href="#">Building Counter</a></p>
<b>Step 8</b>	<p>Fire District approval.</p> <p>Contact your local fire district to receive fire district approval of your building plans. Conditions of approval for your structure may be established by your local fire district** and must be met in order to receive County approval.</p>
<b>Step 9</b>	<p>Complete conditions of approval.</p>

<b>Step 10</b>	Pay any fees associated with your <a href="#">Building Permit</a> .
<b>Step 11</b>	Receive building permit.
<b>Step 12</b>	Build your structure
<b>Step 13</b>	Obtain Final Inspection.

\* It is recommended that applicant work directly with the project Planner where applicable. Additional contact information is provided as a secondary resource for questions regarding specific aspects of a project.

\*\* Not a County of San Diego agency. The County of San Diego has no authority over this entity.